

Appendix I: Letter Suggesting Immediate Changes

CENTRAL COAST CLINICAL & FORENSIC PSYCHOLOGY SERVICES

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29 April 2015

Dear Mr. Peck,

Thank you for allowing Central Coast Clinical and Forensic Psychology Services (CCCFP) the opportunity to conduct a program evaluation and development project for the Sex Offender Treatment Program at Miramar Naval Consolidated Brig. As you know, we recently completed the first phase of this project. Phase I involved a comprehensive evaluation of the current program to determine changes necessary to comport with best practice standards. Results are detailed in the Phase I: Program Evaluation report.

We are now embarking on the second phase of the project and the focus is on outlining program changes. Phase II involves a process of mutual collaboration with the NACVON Brig Miramar clinical services team that will result in a new program. We have determined a few features of the current program that are unequivocally in need of remediation. As such we advise NAVCON Brig Miramar to commence the change process on the following:

1. Narrative Description of Index Sexual Offense

The current program is hamstrung by inadequate information about the committing sex offense. This is necessary to determine risk level, treatment needs and duration of treatment. We advise the program have access to crime records of sufficient detail so as to allow the program to have a reasonable degree of knowledge about what the victim alleged to have occurred in the sexual offense as well as what investigators were able to corroborate.

2. Removal of Treatment Resistant Prisoners

Those prisoners not enrolled in the SOTP whom the program determines are treatment resistant should be removed from the residential dorms that house those in the program, waitlisted for the program or not enrolled due to sentences too short. Treatment resistant is distinguished here from treatment refusers in their interference with the positive treatment programming of other prisoners. Ideally, those in SOT, waitlisted for SOT, and too short for treatment would be housed on the same dorm, but this is not an urgent need.

3. Recidivism Information

As essential component of effective treatment programs is the ability to learn which prisoners and therefore which treatment components fail. This helps in the calibration of risk assessment skills for clinicians and allows for a dynamic program that adjusts based on its own feedback, thereby avoiding the need for periodic program overhaul. Data on a program's treatment efficacy is often used to demonstrate its credibility and success. We strongly encourage the program to develop a means of acquiring recidivism data on its graduates as well as treatment refusers and drops outs.

Sincerely,

A handwritten signature in black ink that reads "Deirdre M. D'Orazio, Ph.D." in a cursive, flowing style.

DEIRDRE M. D'ORAZIO, PH.D
CHIEF EXECUTIVE OFFICER
CENTRAL COAST CLINICAL AND FORENSIC PSYCHOLOGY SERVICES

Appendix J: Clinician Resource List

Clinician Sexual Offender Resource Book List

1. Beech, A.R., Craig, L.A., & Browne, K.D. (2009). *Assessment and treatment of sex offenders: A handbook*. Chichester, UK: Wiley. ISBN 978-0470019009.
2. Boer, D. (series editor) (in press). *The Wiley Blackwell Handbook on assessment, treatment and theories of sexual offending, Volume 1, 2 & 3*. Chichester, UK: Wiley
3. Brown, S. (2013). *Treating sex offenders: An introduction to sex offender treatment programmes*. Oregon, USA: Willan . ISBN: 978-1-84392-122-6
4. Craig, L., Browne, K.D., & Beech, A.R. (2008). *Assessing risk in sex offenders: A practitioner's guide*. Chichester, UK: John Wiley and Sons. ISBN: 978-0-470-01897-2
5. Craig, L., Gannon, T. & Dixon, L. (2013). *What works in offender rehabilitation: An evidence-based approach to assessment and treatment*. Chichester, UK: John Wiley and Sons. ISBN: 978-1-119-97457-4
6. Day, A., Casey, S., Ward, T. & Howells, K. (2010). *Transitions to better lives: Offender readiness and rehabilitation*. Oregon, USA. Willan Publishing. ISBN: 9781843927181
7. Eher, R., Miner, M., Friedemann, P., Boer, D. & Craig, L. (2011). *International perspectives on the assessment and treatment of sexual offenders: Theory, practice and research*. Chichester, UK: John Wiley and Sons. ISBN: 978-0-470-74925-8
8. Flora, R. & Keohane, M. (2013). *How to work with sex offenders: A handbook for criminal justice, human service and mental health professionals* (2nd ed). New York, USA: Routledge. ISBN: 978-0415523356
9. Harrison, K. & Rainey, B. (2013). *The Wiley-Blackwell handbook of legal and ethical aspects of sex offender treatment and management*. Chichester, UK: John Wiley and Sons. ISBN: 978-1-119-94555-0

10. Henry, N. & Powell, A. (2014). *Preventing sexual violence: Interdisciplinary approaches to overcoming a rape culture*. New York, USA: Palgrave Macmillan. ISBN: 978-1-137-35618-5
11. Hudson, K. (2011). *Offending identities: Sex offenders' perspectives on their treatment and management*. New York, USA: Routledge. ISBN: 978-1-84392-115-8
12. Law, D. & Ward, T. (2011). *Desistance from sex offending: Alternatives to throwing away the keys*. New York: The Guilford Press. ISBN: 978-1-60623-935-3
13. Maruna, S. (2005). *Making good: How ex-convicts reform and rebuild their lives*. American Psychological Association. ISBN: 9781433802140
14. Phenix, A. & Hoberman, H. (in press – available from July 2015). *Sexual offending: Predisposing antecedents, assessments and management*.
15. Seto, M. (2013). *Internet sex offenders*. American Psychological Association. ISBN: 978-1-4338-1365-8
16. Stinson, J. & Becker, J. (2012). *Treating sex offenders: An evidence-based manual*. New York, USA: Guilford Press. ISBN: 978-1462506934
17. Sturnmey, P. & McMurrin, M. (2011). *Forensic case formulation*. Chichester, UK: John Wiley and Sons. ISBN: 978-0-470-68395-8
18. Thornton, D. & Laws, D. (2009). *Cognitive approaches to the assessment of sexual interest in sexual offenders*. Chichester, UK: John Wiley and Sons. ISBN: 978-0-470-05781-0
19. Ward, T., Polaschek, D. & Beech, A.R. (2006). *Theories of sexual offending*. Chichester, UK: Wiley. ISBN 13-978-0-471-49167-5
20. Wilcox, D., Garrett, T. & Harkins, L. (2015). *Sex offender treatment: A case study approach to issues and interventions*. West Sussex, UK: John Wiley and Sons Ltd. ISBN: 978-1-118-67441-3

4-4115

Revised August 2007. Written policy and procedure specify who is responsible for operating a citizen involvement and volunteer service program, and his or her lines of authority, responsibility, and accountability.

Comment: Written policy should provide direction for the program, listing the goals and objectives, types of services offered, population served, and so forth. Clear lines of accountability and authority should be established and communicated to staff and volunteers. Any volunteer activity that is shown to threaten the institution's order and security or the safety of a volunteer should be limited or discontinued until the problem is resolved.

4-4397

(MANDATORY) Informed consent standards in the jurisdiction are observed and documented for offender care in a language understood by the offender. In the case of minors, the informed consent of a parent, guardian, or a legal custodian applies when required by law. When health care is rendered against the patient's will, it is in accordance with state and federal laws and regulations. Otherwise, any offender may refuse (in writing) medical, dental, and mental health care.

Comment: If the offender refuses to sign the refusal form, it must be signed by at least two witnesses. The form must then be sent to the medical department and reviewed by a qualified health care professional. If there is a concern about decision-making capacity, an evaluation should be done, especially if the refusal is for critical or acute care.

Protocols: Written policy and procedure. Consent or authorization forms.

Process Indicators: Health records. Completed consent forms. Interviews.

4-4415

Inactive health record files are retained as permanent records in compliance with the legal requirements of the jurisdiction. Health record information is transmitted to specific and designated physicians or medical facilities in the community upon the written request or authorization of the offender.

Comment: Requirements for records on juveniles may vary from those for adults.

Protocols: Written policy and procedures. Offender authorization forms.

Process Indicators: Completed facility request and offender authorization forms.



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38053-0000

1640
Ser 68B/096
24 May 06

From: Commander, Navy Personnel Command (PERS-68)
To: Commanding Officer, Naval Consolidated Brig Miramar
Commanding Officer, Naval Consolidated Brig Charleston

Subj: PROCEDURES FOR VOLUNTARY FORFEITURE OF GOOD CONDUCT TIME (GCT), EARNED TIME (ET), AND SPECIAL ACTS ABATEMENT (SAA) BY PRISONERS TO COMPLETE OFFENSE-SPECIFIC TREATMENT OR FOR OTHER GOOD CAUSE

Ref: (a) SECNAVINST 1640.9C

1. Purpose. To establish policy and procedures in cases where prisoners elect to voluntarily forfeit their good conduct time (GCT), earned time (ET), and special acts abatement (SAA) in order to complete offense-specific treatment or for other good cause.
2. Cancellation. This policy letter cancels CNPC (PERS-84) ltr Ser 841/027 of 6 Jun 03 (Subj: Procedures for Voluntary Forfeiture of Good Conduct Time (GCT) to Complete Offense-Specific Treatment or for Other Good Cause).
3. Applicability. Policy and procedures contained herein are only applicable to Naval Consolidated Brigs (NAVCONBRIGs).
4. Policy

a. Treatment Completion

(1) Prisoners shall not be enrolled in offense-specific treatment programs unless they meet established program criteria, including length of confinement remaining to be served on their sentence.

(2) If a prisoner can meet remaining confinement requirements of treatment programs only by voluntarily forfeiting GCT/ET/SAA, he/she may submit an initial authorizing request to PERS-68 via the NAVCONBRIG chain of command. The prisoner's signed and witnessed request shall outline the forfeiture plan and include documentation from legal counsel stating the prisoner was apprised of the implications of such request and is willing to comply with treatment program requirements. Prisoners shall also be informed that should they withdraw their request at any time during treatment, they shall not be reenrolled and will be released from confinement upon eligibility. Submitted plans shall stipulate the immediate forfeiture

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GOOD CAUSE

of any or all standing GCT/ET/SAA and, where necessary, periodic
forfeiture of subsequently accrued GCT/ET/SAA.

(3) GCT/ET/SAA accrued subsequent to approval of the plan
shall be forfeited as outlined in the original prisoner request, on at
least a quarterly basis, via a documented process of the Disposition
Board per article 6304.1 of reference (a).

(4) Release from confinement will closely coincide with the
end date of the treatment program, not to exceed one administrative
processing day after program completion. To insure the release and
end of treatment date coincide, the Unit Team shall review the
prisoner's plan at the last quarterly. At the review, immediately
prior to the projected treatment completion date, include
recommendations for any needed restoration of GCT/ET/SAA to the
confinement facility commander.

(5) Endorsement of the prisoner's original request by the
facility commander shall provide a recommendation, identify start,
projected completion and release dates, and explain any delays
incurred that may have hindered program start. The endorsements shall
include copies to the prisoner's legal counsel, convening authority,
and Trial Services Office.

(6) Approved forfeiture plans shall be reviewed at least
quarterly by the Unit Team and results annotated within the prisoner's
file. The purpose of the review is to monitor the prisoner's progress
and release date, and to ensure the continued validity of the plan.

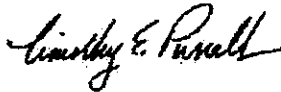
(7) Any change in projected program completion shall be
immediately reported to PERS-68 for review of the case.

(6) Forfeited GCT/ET/SAA beyond the minimum required shall be
reinstated by the confinement facility commander prior to program
completion.

b. Good Cause. Requests by prisoners to voluntarily forfeit
GCT/ET/SAA for good cause other than to complete offense-specific
treatment shall also be submitted to PERS-68 following the guidelines
outlined in subparagraph 4.a above and include full rationale.

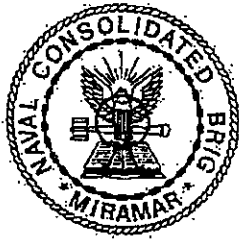
Subj: PROCEDURES FOR VOLUNTARY FORFEITURE OF GOOD CONDUCT TIME
(GCT), EARNED TIME (ET), AND SPECIAL ACTS ABATEMENT (SAA) BY
PRISONERS TO COMPLETE OFFENSE-SPECIFIC TREATMENT OR FOR OTHER
GOOD CAUSE

5. Point of Contact. Mr. Tim Purcell, PERS-68B, (901) 874-4452, DSN
882, timothy.purcell1@navy.mil.



T. E. PURCELL
By direction

Copy to:
CPFC (N16)
CPF (N16)
USA (OPMG-MPD-CI)
USAF (AFSFC/SFC)
USMC (PSL Corrections)
USCG (CG-122)

	UNITED STATES NAVY	SOP NO: 819
	CONSOLIDATED BRIG	SUBJECT: ADMINISTRATION
	DATE: 12 Jul 2017	TITLE: ABATEMENTS
	REVIEWED: 08 Jul 2016 REVIEWED: 15 Feb 2016 REVIEWED: 17 Jul 2015	

1. References:
- (a) DODI 1325.07 of 11 Mar 13.
 - (b) BUPERSINST 1640.22, Articles 1640-050, 070, & 090
 - (c) DOD 1325.7M 27 Jul 04 w/ch2 of 9 Mar 07
 - (d) OUSD (P&R) Memorandum of 21 Jan 10 (NOTAL)
 - (e) SECNAVINST 5800.11B of 5 Jan 06
 - (f) ACA Standards 4-4097, 4-4461 and 4-4480
 - (g) NPC ltr 1640 Ser 68B/095 of 22 May 06
 - (h) NPC ltr 1640 Ser 68B/096 of 24 May 06
 - (i) NPC ltr 1640 Ser 00D1/199 of 2 Dec 09
 - (j) NPC ltr 1640 00D1/026 of 22 Mar 11
 - (k) SECNAVINST 1640.9C

- Enclosures:
- (1) Activities Eligible for Award of ET
 - (2) Acknowledgement of Mandatory Supervised Release Briefing
 - (3) DD Form 2719 (Mar 2013) Abatement Sheet
 - (4) Timeline for Earned Time Submission
 - (5) NAVPERS 1640/25 - Earned Time/Special Acts Abatement Worksheet
 - (6) DD Form 2712 - Inmate Work and Training Evaluation
 - (7) Request to Forfeit and Hold in Abeyance ET/GCT/SAA for Offense-Specific Treatment Purposes
 - (8) Example Disposition Board Voluntary Forfeiture of GCT/ET/SAA
 - (9) Example Fault no fault letter to Service Clemency and Parole Board
 - (10) Example CO's letter to prisoner for forfeitures

2. Cancellation: NAVCONBRIG Miramar SOP 819 of 8 July 2016.

3. Effective Date: Ninety-six hours after signature.

4. Purpose: To set forth policies and procedures governing the process by which prisoners are awarded abatement as required by references (a) through (k), for accurate computation and recording of

"good time" (4-4097), and awarding for earned time as compensation for work (4-4461) and education (4-4480) completion.

5. Applicability: All brig staff and prisoners. This SOP may be released to prisoners.

6. Definitions:

a. Earned Time (ET). ET is a deduction from a prisoner's release date earned for participation and graded effort in the areas of work, offense-related programs, education, self-improvement and personal growth, and support activities.

b. Good Conduct Time (GCT). GCT is a deduction from a prisoner's release date for good conduct and faithful observance of all facility rules and regulations.

c. Special Acts Abatement (SAA). SAA is a deduction from a prisoner's release date earned for a specific act of heroism, humanitarianism, or extraordinary institutional or community support deemed appropriate by the confinement facility commander.

d. Prisoner. Refers to both pre-trial and post-trial prisoners unless specifically delineated otherwise.

7. Policy:

a. The awarding of abatement will be stringently monitored by the brig chain of command and will be awarded only when earned in accordance with the references.

b. GCT, ET, and SAA are the only types of abatement of a sentence applicable to confinement authorized in naval correctional facilities.

c. Sentences to confinement will be accurately computed and recorded in accordance with references (b) and (c) (4-4097).

d. GCT will be awarded/forfeited for the time prisoners were in pre-trial confinement once/if they become adjudged. Pre-trial prisoners may not be awarded ET/SAA.

e. The Commanding Officer (CO) may direct that a prisoner forfeit GCT, ET, and SAA that has been awarded in accordance with the references. Forfeited GCT, ET, and SAA may be restored at the discretion of the CO. Restoration of forfeited abatement is rare and only considered if the prisoner has demonstrated sustained superior conduct and well above average performance. Prisoner requests for restoration of forfeited GCT, ET, or SAA will not be considered until at least 90 days has elapsed from the date of the last forfeiture. Restoration of forfeited GCT, ET, and SAA will not be considered within 30 days of a prisoner's computed release date so that release

plans and programs can be scheduled and completed in a timely and orderly manner.

f. ET granted for work shall be based on a minimum of an "average" grade assigned by the Work Center Supervisors and Quarters Supervisors on the work and training evaluations and on the continuous employment rate table (4-4461).

g. Enclosure (1) lists all approved educational and vocational programs for which incentive ET may be earned for specific accomplishments (4-4480).

h. ET/SAA shall not be earned within 30 days of the prisoner's scheduled release date from confinement. No ET shall be earned in anticipation of program/course/treatment completion. One must qualify (i.e., complete the requirements) before entering the 30-day pre-release window. Incremental work rates shall be awarded when a prisoner engages in an approved ET activity for a portion of a month; work must be continuous as indicated and calculated from the continuous employment rate table and the incremental employment scale.

i. Immediately after the release of a prisoner from confinement to supervision, the Parole and Release Director shall ensure forfeiture of all abatements are entered into the prisoner's Corrections Management Information System (CORMIS) case record, to include date of forfeiture with accompanying remark (supervised released).

8. Procedures:

a. All prisoners shall be advised of the policies and procedures concerning the awarding/forfeiture of all forms of abatement to sentence length during Prisoner Orientation in order to accurately compute prisoner release dates (4-4097). All prisoners shall sign the Acknowledgement of Mandatory Supervised Release (MSR) Briefing, enclosure (2), acknowledging they have been advised of these policies and procedures prior to completion of Orientation.

(1) GCT. In accordance with reference (b), article 1640-090, five days flat rate GCT for each month of confinement and one day for each six day portion of a month shall be awarded to prisoners with offenses that occurred after 1 January 2005. Prisoners whose offenses occurred prior to 1 January 2005 will earn a variable rate of GCT based on the rate of earning directed by previous policy. To be eligible for GCT, the prisoner must:

(a) Sign the Acknowledgement of MSR Briefing, enclosure (2).

(b) Comply with reference (a), which states that for "prisoners who have an approved finding of guilty for an offense that

occurred on or after 16 August 2001 or any prisoner to be released on MSR, the award of GCT shall be conditioned on the prisoner submitting an acceptable release plan and cooperating with MSR policy if directed to do so."

(c) Have good conduct and obey all rules and regulations of the facility.

(2) Earned Time

(a) The ET Abatement Program Completion Record, enclosure (3), shall be maintained by the prisoner to record program participation. In accordance with enclosure (4), all prisoners requesting abatement will submit a DD 510, along with enclosure (3) and supporting documentation (i.e., transcripts, diplomas, certificates), to their assigned counselor no later than the last business day of the month. Failure to submit enclosure (3) and related documentation will result in no abatement awarded for those activities and is not eligible for an appeal. Unit staff will ensure prisoners are adhering to the following procedures when submitting a DD 510 to request ET each month to include the last month prior to release:

1. Only one DD 510 per month need be submitted.

2. Request for regular monthly ET shall be submitted no later than the last business day of the month.

3. The month prior to release PRs must submit a request for ET no later than 35 days prior to the release date, but only the last 30 days will not count towards ET. This allows five days processing time to award the approved days prior to 30 days of release.

4. Appeals of ET must be submitted no later than 15 calendar days of being informed of time earned, and the original ET sheet must be used.

5. The DD 510 must be accurately and completely filled out.

6. There will be a specific statement for each type of ET requested and will be supported by documentation. Failure to ask for a specific type of ET may result in no ET for that activity. For example:

a. I request 1 day of ET for education, CLEP test.

b. I request 2 days of ET for offense treatment, Substance Abuse Treatment Program.

c. I request 2 days of ET for work.

(b) The NAVPERS 1640/25, Earned Time/Special Acts Abatement Worksheet, enclosure (5), is the primary document for awarding abatement. The Unit Manager will complete enclosure (5) for every prisoner, but will reflect a zero if a prisoner did not submit a DD 510 or if the prisoner was ineligible for ET for that month. The forms shall be forwarded monthly or as appropriate by the unit team to the Director, Prisoner Management Department (PMD), who serves as President of the Earned Time/Specials Acts Abatement (ET/SAA) Board. The board will be comprised of the President, PMD NCOIC, and respective unit managers. The worksheet shall be completed for each prisoner by the unit team using input from prisoners' Work Center Supervisors (4-4461), Quarters Supervisors, Clinical Services, Education and Vocational Instructors (4-4480), and Program Directors.

(c) In accordance with enclosure (4), the Director of Prisoner Management will convene the ET/SAA Board no later than the second business day of each month. The board shall be composed of representatives appointed in writing by the CO to make recommendations regarding abatement. In accordance with enclosure (4), the ET/SAA Board will forward the NAVPERS 1640/25 (enclosure (5)) to the CO for approval/ disapproval no later than the fourth business day of each month.

(d) In accordance with enclosure (4), the PMD Director will forward the CO-approved NAVPERS 1640/25s to the Parole and Release (P&R) Director no later than the sixth business day of the month; no later than the eighth business day of the month, P&R will enter ET/SAA awarded into the daily report; the DD 510 will be forwarded to the unit team to debrief the prisoners on the CO's decisions of abatement award and to obtain the prisoners' signatures and date for file no later than the ninth business day of the month.

(e) In accordance with reference (k) and enclosure (4), the Sentence Computation Review Board will convene on or about the tenth day of the month to review the computations and ensure accurate reporting.

(f) Prisoners have 15 days from the date they sign the CO-approved NAVPERS 1640/25 or DD 510 form to appeal ET decisions. No further appeals shall be considered after 15 days.

b. A maximum of 15 days abatement per month may be awarded based on the following schedule and requirements.

(1) A maximum of eight days ET may be awarded to adjudged prisoners monthly with offenses which occurred on or after 1 January 2005. Prisoners whose offenses occurred prior to 1 January 2005 may

also be awarded a maximum of eight days ET; however, the aggregate total of GCT and ET shall not exceed 13 days.

(2) Eligible prisoners who do not enroll in, progress in, or complete available offense-related or maintenance programs primarily designed to address problems directly associated with the criminal offense or other rehabilitation programs may earn a maximum of five days ET per month within other components of the ET program.

(a) Such non-compliance shall be fully documented in the prisoner record and annotated on the NAVPERS 1640/25 to preclude higher earnings of ET.

(b) The five-day ET limitation does not apply to prisoners on a waiting list for an offense-related or maintenance program; however, no offense-related ET may be awarded until the prisoner is actually participating in the program. Prisoners must enroll in the first available offense-related program offered to them. Delaying participation in a recommended program will result in the five-day limitation.

(c) To qualify for ET, prisoners must:

1. Obtain "average" or higher evaluations as documented on the DD Form 2712, Inmate Work and Training Evaluation form, enclosure (6) (4-4461), which will be submitted by Work Center Supervisors and Quarters Supervisors to the unit team on at least a monthly basis and no later than the last business day of the month. An approved guilty finding by a Disciplinary and Adjustment Board does not automatically result in no work abatement for the month in which the offense occurred. Work abatement shall be withheld if the average of all Work and Training Evaluations are below average for the month.

2. Have approved, formalized objectives as documented on the prisoner's program plan and approved by the Director of Prisoner Management.

3. Have pre-approved education objectives, if requesting education abatement (4-4480).

4. For prisoners who have an approved finding of guilty for an offense that occurred on or after 16 August 2001 or any prisoner to be released on MSR, the award of ET shall be conditioned on the prisoner submitting an acceptable release plan and cooperating with the MSR policy if directed to do so.

5. The ET/SAA Board will take into consideration the actual number of hours of participation by an individual when determining the actual number of days to be recommended to the

CO, if any, to ensure the prisoner has earned the specified amount of abatement. Staff may recommend partial abatement based on partial program participation in a given month.

(3) Types of Earned Time. There are five types of ET abatement that may be earned. It is the prisoner's responsibility to track each activity and provide all documentation to their assigned counselor according to the timelines outlined in this policy.

(a) Education Abatement. A maximum of two days education abatement per month may be earned for approved education or vocational programs. Education programs must be from an accredited institution (4-4480). Participation in non-traditional sources of educational credit (e.g., CLEP, DANTES, ACT, and military education) where such credits are recognized by the U.S. Department of Education or American Council on Education may qualify for award of ET.

(b) Offense-related Program Abatement. In accordance with reference (g); a maximum of four days offense-related abatement per month may be earned for completing offense-related programs, to include maintenance programs. (See enclosure (1) for more information.) Prisoners may be awarded up to two days ET for participation in an intensive treatment program. The number of days per month is determined by the number of sessions and outside work required by the individual as recommended by the clinician/social worker and approved by the Clinical Services Director. To the maximum extent possible, ET programs shall address problems associated with a prisoner's criminal activity or behavior.

(c) Self-improvement and Personal Growth Abatement. A maximum of two days self-improvement and personal growth abatement may be earned for completing approved self-improvement and personal growth programs. Generally, one day of ET should be associated for documentation of 20 sessions of creditable participation and satisfactory evaluation. See enclosure (1) for additional information.

(d) Support Activities Abatement. A maximum of one day support activity abatement may be awarded at the CO's or Director, Prisoner Management's discretion for activities which provide significant support to the facility, the installation, or the community. Generally, one day of ET is awarded for creditable participation in or completion of the activity and satisfactory evaluation. See enclosure (1) for additional information.

(e) Work Abatement. A maximum of five days work abatement may be awarded for an approved work assignment. The amount of days awarded will depend on the prisoners work earning rate based on the period of continuous employment. Prisoners are presumed to have begun employment from the time of assignment to orientation for post-trial prisoners and the adjudged date for pre-trial prisoners (4-4461).

1. The DD 2712, Inmate Work and Training Evaluation, shall be completed at least monthly by Work Center Supervisors and Quarters Supervisors for each prisoner assigned to their work detail/housing unit. Generally, the majority of prisoner work performance is average. Inflationary markings only serve to dilute the actual value of each report, rendering the evaluation report ineffective. Reviewing officials shall monitor evaluations to prevent inflated reports.

2. No later than the last working day of each month, the Quarters Supervisor shall complete section 1 and the Work Center Supervisor shall complete sections 1 and 2 for all prisoners under their supervision the previous month. Some prisoners may have multiple reports because of job change assignments. Supervisors will forward the month's evaluations and a recommendation on work abatement to the prisoner's unit team. Recommendations will comply with earning rates dictated by period of continuous employment. A work supervisor may recommend "adjusting up" by one day or "down" by multiple steps based on performance. Any adjustment "up" or "down" recommendation must be fully justified in a separate memo attached to the evaluation.

3. Continuous Employment. Employment is considered continuous unless interrupted for valid cause or specifically approved for interruption by the CO. A break in work (e.g., Disciplinary Segregation) automatically resets the work earning rate to one because employment was no longer continuous. Other forms of segregation (e.g. ASPI or SR) do not automatically result in a reset of continuous employment rate even if work ET award was reduced or eliminated because of the prisoner's segregation status. Credit is granted by the number of continuous full months worked regardless of the number of job assignments held. All continuous employment date disruptions shall be fully documented in the prisoner file and the beginning date of the new period annotated. These disruptions shall be documented at the bottom of the DD Form 2712 (enclosure (6)).

Work Earning Rate	Continuous Employment	Earning Rate
1	0 to 6 months	1 day per month
2	7 to 12 months	2 days per month
3	13 to 18 months	3 days per month
4	19 to 24 months	4 days per month
5	25 months	5 days per month

Work Earning Rate	Incremental Employment	Earning Rate
1	30 days	1 day
2	15 days	1 day
3	10 days	1 day
4	8 days	1 day
5	6 days	1 day

a. Earning Rate. Where overall level of work is documented to be at least "average" during the entire reporting period, ET shall be awarded at the rates per month noted herein, unless "adjusted up" or "down" by the CO for cause.

b. When an individual prisoner is recommended by the Work Center Supervisor and concurred with by reviewing authority and the ET/SAA Board, the CO may increase by one step or decrease by multiple steps, the employment earning level for consistent outstanding or poor work performance. All increases and decreases must be fully documented within the prisoner file, annotating rationale and dates.

4. The Unit Manager will include all work and training reports for the month ET is being considered and attach it to the ET time submission along with all other supporting documentation. The ET/SAA Board will take into consideration the actual number of hours worked by an individual when determining the actual number of days to be granted. Inability to work due to medical segregation or medical conditions may result in no work abatement awarded for the time the prisoner was unable to work. Prisoners who are TAD or TDY and are not available to work will not normally receive work abatement for the time the prisoner was unavailable to work. However, in either case they may be considered for continuous employment credit during the absence if absence or lost work was due to no fault of their own.

5. Special Quarters. If a prisoner's behavior or facility security concerns make him/her unavailable for work assignment, then credit for work shall not be granted.

6. Special Act Abatement (SAA). Two days per month, for up to 12 months (total of 24 days), may be awarded at the CO's discretion for single acts of heroism, humanitarianism, or extraordinary institution or community support.

c. Work abatement will not be awarded for the first month unless a prisoner is confined at the facility for the full month.

d. ET shall not be awarded within 30 days of the scheduled minimum release date (MRD) from confinement. Prisoners must submit all ET requests 35 days prior to their scheduled MRD. Only the last 30 days will not count towards ET. This allows five days processing time to award the approved days prior to 30 days of release. ET requests submitted after that time shall not be considered.

e. Voluntary Forfeiture of GCT, ET and SAA in order to complete offense-related treatment or for other good cause:

(1) In accordance with reference (h), if a prisoner can meet the remaining confinement requirements of treatment programs only by

voluntarily forfeiting GCT/ET/SAA, he or she may submit an authorizing request, enclosure (7), to the Director, Navy Corrections and Programs, via the prisoner's attorney and the Naval Consolidated Brig Miramar chain of command.

(2) The Director, Navy Corrections and Programs shall approve or disapprove the request and return it to NCBM for implementation. Upon receipt of an approved request, the Parole and Release Department will enter the appropriate CORMIS entries to forfeit the GCT/ET/SAA.

(3) GCT/ET/SAA accrued subsequent to approval of the plan shall be forfeited as outlined in the original prisoner request on a quarterly basis via a Disposition Board per article 6304.1 of reference (k). Enclosure (8) shall be used to document the forfeiture of GCT/ET/SAA accrued subsequent to the initial approved prisoner request.

(a) The prisoner's unit Classification and Assignment Board shall review approved forfeiture plans on a monthly basis to ensure monitoring of prisoner's progress in treatment and to ensure continued validity of the plan. During the last month of each fiscal quarter (Dec, Mar, Jun and Sep), the Unit Team shall provide a progress report to indicate a plan's continued validity and route it at the beginning of the next fiscal quarter's Disposition Board for their endorsement and recommendations to the CO.

(b) The CO shall review the Disposition Board recommendations and direct the forfeiture of GCT/ET/SAA as appropriate.

(c) Prisoners may withdraw from the program in accordance with provision of this SOP.

f. Forfeiture of abatements for not providing an acceptable release plan:

(1) In accordance with reference (a), paragraph 6.20, and reference (i), paragraph 3, if a prisoner does not submit an acceptable release plan and has an approved finding of guilty for an offense that occurred on or after August 16, 2001, the Parole and Release Director will submit a letter (enclosure (9)) to the respective service Clemency and Parole Board for determination of prisoner "fault" or "no fault." The letter shall be submitted to the service Clemency and Parole Board no later than 60 days prior to the scheduled minimum release date.

(a) If the service Clemency and Parole Board finds the prisoner at fault and the prisoner was found guilty of an offense on or after August 16, 2001, but prior to October 1, 2004, a DR will be processed for a "disobedience" charge for failure to provide an acceptable release plan. The CO will direct all awarded and future

abatements to be forfeited and the Disposition Board will conduct a quarterly review to assess the case and provide a recommendation to the CO for further forfeitures.

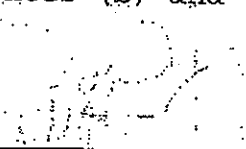
(b) If the service Clemency and Parole Board finds the prisoner at fault and the prisoner was found guilty of an offense on or after October 1, 2004 a letter from the CO will be processed for failure to provide an acceptable release plan, enclosure (10). All awarded and future abatements will be forfeited.

(c) A quarterly review of all prisoners that have voluntarily forfeited abatements will be scheduled during the first review board of each fiscal quarter (October, January, April and July) to determine if further forfeitures are warranted. The DD 2715-1 will be used.

(2) If the service Clemency and Parole Board finds the prisoner not at fault, the board will indicate the action to be taken.

g. GCT, ET and SAA programs shall be included in Pre-service training and in annual In-service training.

10. Sentence Computation shall be accomplished in accordance with references (b) and (c).


J. L. FORBUS
Commander, U. S. Navy
Commanding Officer

Distribution:
Commanding Officer
Executive Officer
Department Heads
Staff Officers
Special Assistants
Navy Corrections and Programs Office
Corrections Specialist School, Lackland AFB
ACA Folders 4-4097, 4-4461 and 4-4480

Review by:
Prisoner Management Director
Annually

ACTIVITIES ELIGIBLE FOR AWARD OF EARNED TIME

NCBM SOP 819 (Abatements) (Revised Aug 2014)

LONG TITLE	SHORT TITLE	MAX DAYS OF AWARD PER MONTH
OFFENSE-SPECIFIC PROGRAMS - Max four (4) days be awarded per month		
Sex Offender Treatment Program	SOTP	2
- Marginal Satisfactory and/or Probationary Status may receive only one day credit upon the recommendation of Clinical Services)		
Sex Offender Treatment Program Maintenance	SOTP-M	2
- Credit given based upon recommendation of Clinical Services SOTP Director.		
Substance Abuse Treatment Program	SATX	2
Violent Offender Treatment Program (GO...General Violence)	VOTP-GO	2
Violent Offender Treatment Program (STOP...Domestic Violence)	VOTP-STOP	2
Women's Trauma Recovery Group	WTRG	1
Corrective Actions	CA	1
Domestic Violence Healing Group	DVHG	1
Sex Offender Education	SOED	1
Substance Abuse Education	SAED	1
Dialectical Behavior Therapy Group	DBTG	1
Dialectical Behavior Therapy - Individual	DBTI	1
Dialectical Behavior Therapy - Maintenance	DBTM	1
Victim Impact	VI	1
Individual Therapy	IT	1
Anger Management	AM	1

SELF-IMPROVEMENT PROGRAMS

Maximum of two (2) days per month for this component and for those classes that provide grades, a passing score must be obtained. All can be combined to reach the 20 sessions.

Adult Basic Education - A score of 10.0 or higher on all subjects (Reading, English, Mathematics)	ABE	1
Alcoholics Anonymous	AA	1 PER 20 SESSIONS
Narcotics Anonymous	NA	1 PER 20 SESSIONS
Basic Stress Management	BSM	1 PER 20 SESSIONS
Developing Healthy Blended Families	DHBF	1 PER 20 SESSIONS
Interpersonal Communications	IC	1 PER 20 SESSIONS
Conflict Management	CM	1 PER 20 SESSIONS
Employment Development Department Series	EDDS	1 PER 20 SESSIONS
Dad Corps	DC	1 PER 20 SESSIONS
Healthy Relationships	HR	1 PER 20 SESSIONS
Ethics in the Workplace	Ethics	1 PER 20 SESSIONS
Mechanics of Sobriety	MOS	1 PER 20 SESSIONS
12 Step Self Improvement	12 Step	1 PER 20 SESSIONS
Women Parenting	WP	1 PER 20 SESSIONS
Small Business (Series)	Business	1 PER 20 SESSIONS
Thinking for Change	T4C	1 for completion
Seven Habits on the Inside	7H	1 PER 20 SESSIONS
Topic of the month from outside agencies	Mo Topic	1 PER 20 SESSIONS
Self-help video	SHV	1 PER 20 SESSIONS
Inside Out Dads	Dad	1 PER 20 SESSIONS

EDUCATION PROGRAMS

Maximum of two (2) days per month for this component and for those classes that provide grades, a passing score must be obtained.

GED (Mandatory Program)	GED	1
College Level Examination Program (CLEP) Courses	CLEP	1 PER 3 CREDIT HR
DANTES Subject Standard Tests	DSST	1 PER 3 CREDIT HR
College Specific Challenge Tests	Challenge Test	1 PER 3 CREDIT HR
Course Final Exams	Exams	1 PER 3 CREDIT HR
College Correspondence Course completion - Program must have been started and completed in confinement.	CCC	1 PER 3 CREDIT HR
Accredited Vocational Certification Program Completion. Program must have been started and completed in confinement.	CPC	1 or 2 as noted below;
- Core Curriculum (Sheet Metal and Cabinet Maker)	NCCER	1
- Fiber Optics Course	ATI	1
- DOL apprenticeships (culinary arts, landscaping, graphic design, sheet metal, cabinet maker, office manager)	DOL CPC	2
- Welding Course	CET	2
SUPPORT ACTIVITIES		
A maximum of 1 day ET per month may be awarded within the support activities component.		
Veteran's Lap Blanket	Blanket	1 PER 4 BLANKETS
Prisoner Outreach	Outreach	1
Canine Companions for Independence	GCI	1 PER MO PRIMARY
- Alternate Handlers are awarded one day on ET worksheets for even months of the year FEB, APR, JUN, AUG, OCT, DEC.		1 PER BI-MO ALTERNATE
Suicide Watch Companion	SWC	1

ACKNOWLEDGEMENT OF MANDATORY SUPERVISED RELEASE BRIEFING

1. In accordance with DoDI 1325.07, Administration of Military Correctional Facilities and Clemency and Parole Authority: If you are not approved for or you have not accepted parole, you may be reviewed by your Service Clemency and Parole Board (C&PB) for release at your Minimum Release Date under Mandatory Supervised Release (MSR). MSR is similar to parole. A prisoner released on MSR through good conduct time (GCT) and abatement credits is subject to supervision by a U.S. Probation Officer up to the full-term of the sentence imposed. A military prisoner transferred from a DoD correctional facility to the Federal Bureau of Prisons (FBOP) falls exclusively under the U.S. Parole Commission for parole and MSR.

2. If placed on MSR, you will be under the supervision of a U.S. Probation Officer with specific release conditions. You will remain on supervised release provided you comply with conditions of release. You will continue to be entitled to an annual clemency review by your Service C&PB. The Service C&PB may, at its discretion or upon request of the supervising probation officer, modify any terms or conditions of supervision or may terminate supervision entirely. Violations of MSR conditions may lead to revocation of MSR and possible return to confinement.

3. You are required to complete a release plan. Information required to complete your MSR plan includes where and with whom you will live and, except in the case being medically disabled, either guaranteed employment, an offer of effective assistance to obtain employment, or acceptance in a valid educational or vocational program. Obtaining this information and documents in a timely manner will assist in your transition to MSR. These documents can be sent directly to a correctional facility or can be sent to you and then delivered to the facility staff. They do not have to be notarized or in a special format. GCT, Earned Time (ET), or Special Acts Abatement (SAA) earned but held in abeyance will be awarded upon approval of an acceptable MSR plan. Failure to prepare an acceptable MSR plan may result in no award of GCT, ET, and SAA or for those inmates with vested abatement, forfeiture of abatement through a D&A board process. Upon release on MSR, all GCT, ET and SAA will be waived.

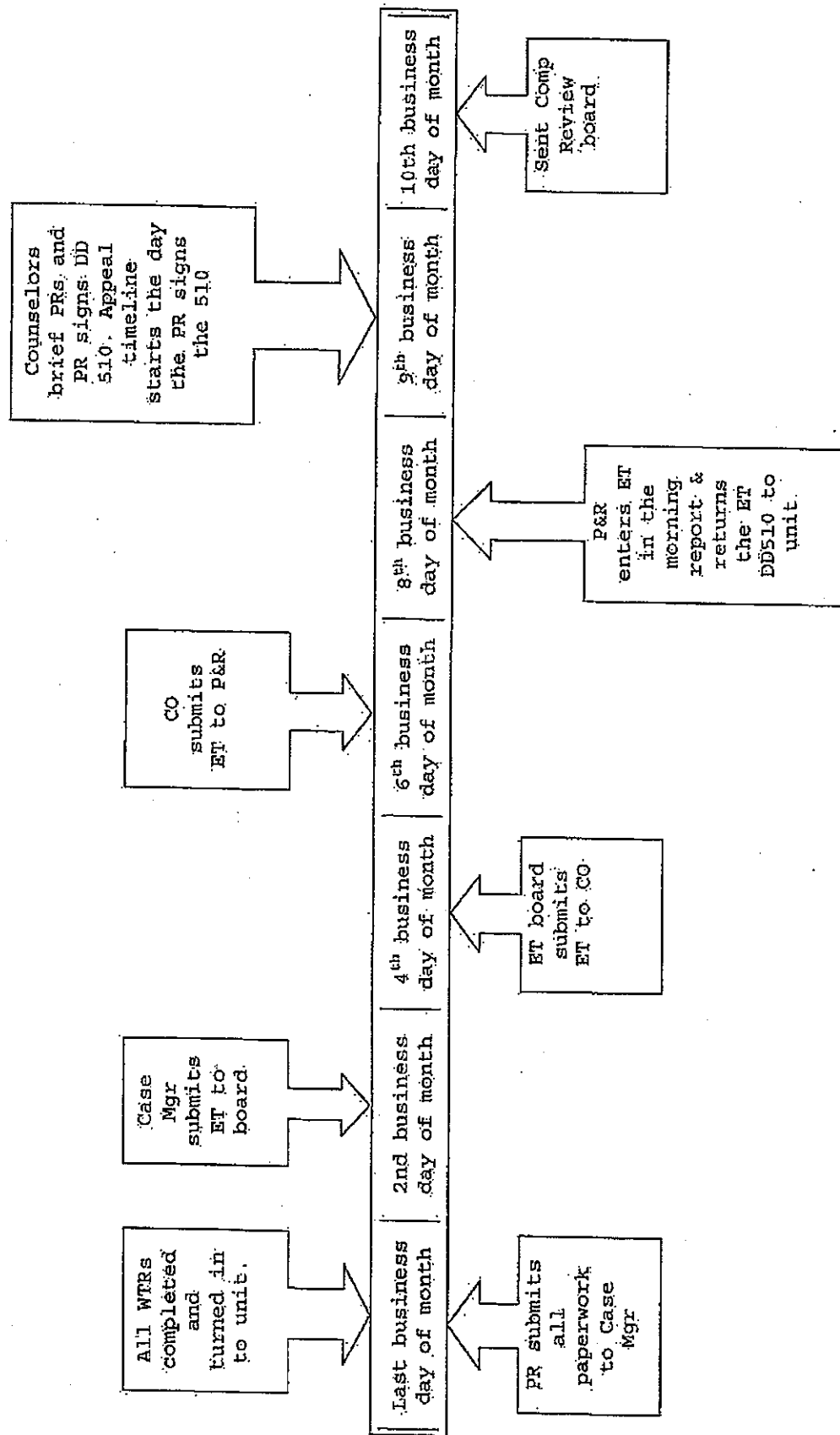
4. It is to your advantage to prepare yourself for release through good behavior, program participation, preparation of a viable release plan, and acceptance of parole, if offered. In either parole or MSR, you will be under some sort of supervision upon release. Parole will be an earlier release from confinement than MSR.

5. I, _____, have been briefed and provided a copy of this document concerning MSR.

Prisoner signature: _____ Date: _____

Briefed and served by: _____ Date: _____
Staff printed name

TIMELINE FOR EARNED TIME SUBMISSION



EARNED TIME AND SPECIAL ACTS ABATEMENT WORKSHEET						BOARD DATE (YYYYMMDD)	
1. NAME (LAST, FIRST, MIDDLE):			2. SSN:		3. RELEASE DATE (YYYYMMDD) N/A IF WITHIN 30 DAYS OF RELEASE: <input type="checkbox"/> N/A		
4. BRANCH OF SERVICE:		5. PERIOD COVERED (YYYYMMDD): FROM: TO:			6. CUSTODY LEVEL:		
7. PURPOSE OF EVALUATION: <input type="checkbox"/> EARNED TIME (ET) <input type="checkbox"/> SPECIAL ACTS ABATEMENT (SAA)							
8. IS PRISONER IN COMPLIANCE WITH PROGRAM PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A							
9. HAS THE PRISONER COMPLETED AN ACCEPTABLE RELEASE PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A							
10. HAS OVERALL LEVEL OF WORK BEEN AT LEAST SATISFACTORY? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A							
11. EMPLOYMENT DATE/EARNING RATE (YYYYMMDD):				12. GGT RATE:			
SUPPORT ACTIVITIES (MAX 1 DAY)						N/A (0)	EARNINGS RATE (1-2)
						<input type="checkbox"/>	<input type="checkbox"/> 1
EDUCATION (MAX 2 DAYS)							
						<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
SELF-IMPROVEMENT AND PERSONAL GROWTH (MAX 2 DAYS)							
						<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
OFFENSE RELATED PROGRAMS (MAX 2 DAYS)							
						<input type="checkbox"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 2
WORK (MAX 5 DAYS)						N/A (0)	UNSATISFACTORY (0)
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
SECTIONS 1-2 TOTAL		MAXIMUM DAYS AWARDED FOR SECTIONS 1-2 CANNOT EXCEED 8					
BOARD RECOMMENDED DAYS (TOTAL)	0	1	2	3	4	5	6
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(MAXIMUM AWARD, 2 DAYS PER MONTH)		SPECIAL ACTS ABATEMENT (SAA) AWARD					DAYS
BOARD PRESIDENT'S NAME, SIGNATURE, AND RECOMMENDATION (e.g., TOTAL ET + SAA DAYS):						DATE (YYYYMMDD):	DAYS:
COMMANDER'S NAME, SIGNATURE, AND DECISION:						DATE (YYYYMMDD):	APPROVED ET/SAA (DAYS):

NAVPERS 1640/26

SPC 0106-1F-127-0000

Enclosure (5)
SOP 819-19

PRISONER EVALUATION					REPORT DATE: (YYYY/MM/DD)	
1. NAME (Last, First, Middle)			2. REGISTRATION NUMBER		3. BRANCH	
4. HOUSING UNIT		5. DETAIL	6. CUSTODY LEVEL		7. PERIOD COVERED: (YYYY/MM/DD) FROM: TO:	
8. COMPLETED BY: <input type="checkbox"/> DORM/QUARTERS SUPERVISOR <input type="checkbox"/> WORK SUPERVISOR <input type="checkbox"/> OTHER						
9. AREAS OF EVALUATION: (X the appropriate spaces) The dormitory/quarters supervisor completes Section 1 only. The work supervisor completes Sections 1 and 2.						
SECTION 1 - ATTITUDE AND TRAITS (X one box per row)						
a. CONDUCT	Unsatisfactory (1)	(2)	Conforms (3)	(4)	Exemplary (5)	POINTS
b. DISCIPLINE	Disciplinary Action (1)	(2)	Minor Infractions (3)	(4)	No Infractions (5)	
c. SUPERVISION REQUIRED	Constant (1)	(2)	Moderate (3)	(4)	Minimal (5)	
d. ATTITUDE TOWARD SUPERVISOR	Poor (1)	(2)	Borderline (3)	(4)	Respectful (5)	
e. COOPERATION	Uncooperative (1)	(2)	Moderate (3)	(4)	Cooperative (5)	
f. PERSONALITY	Unfavorable (1)	(2)	Raw (3)	(4)	Exceptional (5)	
g. GROUP CONFORMITY	Easily Led (1)	(2)	Combative (3)	(4)	Self-Reliant (5)	
h. INFLUENCE ON OTHERS	Disruptive (1)	(2)	Neutral (3)	(4)	Positive (5)	
i. INITIATIVE	Minimal (1)	(2)	Average (3)	(4)	Energetic (5)	
j. TEMPERAMENT	Volatile (1)	(2)	Indifferent (3)	(4)	Stable (5)	
k. TOTALS						
l. OVERALL EVALUATION SUBTOTAL						
Unsatisfactory 10-16		Below Average 17-21		Average 22-26		Outstanding 27
SECTION 2 - WORK PERFORMANCE						
a. QUALITY OF WORK	Poor (1)	(2)	Acceptable (3)	(4)	Outstanding (5)	POINTS
b. PRODUCTIVITY	Minimal (1)	(2)	Average (3)	(4)	Excellent Output (5)	
c. SAFETY	Careless (1)	(2)	Follower's Rules (3)	(4)	Safety Conscious (5)	
d. TOTALS						
e. OVERALL EVALUATION GRAND TOTAL						
Unsatisfactory 12-25		Below Average 26-30		Average 31-35		Outstanding 36
SECTION 3 - REMARKS (Required if scores are substandard)						
10. a. PRISONER SIGNATURE						b. DATE (YYYY/MM/DD)
11. a. EVALUATOR'S NAME			b. SIGNATURE			c. DATE (YYYY/MM/DD)

DD FORM 2712, MAR 2013

PREVIOUS EDITION IS OBSOLETE

ADDITIONAL INFORMATION

Enclosure (6)
SOP 819-20



REQUEST TO FORFEIT AND HOLD IN ABEYANCE GCT/ET/SAA
TO COMPLETE OFFENSE-SPECIFIC TREATMENT

I voluntarily request the Commanding Officer, Naval Consolidated Brig Miramar, forfeit and hold in abeyance all my good conduct time (GCT) and/or any earned time (ET) abatement so that I may participate in and complete the Sex Offender Treatment Program (SOTP). After successful completion of the SOTP, all remaining GCT and/or ET will be adjusted so I may be released within one working day.

S Earned Time (ET) Abatement

E
L I agree to have ET held in abeyance until
E successful completion of SOTP

Prisoner's Initials

C
T Good Conduct Time (GCT) and ET Abatement

O I agree to have GCT and ET held in abeyance
N until successful completion of SOTP:

Prisoner's Initials

E
I have consulted with my attorney(s) regarding the holding of my GCT and/or ET in abeyance to allow participation and completion of the SOTP.

Prisoner's Printed Name: _____

Signature of Prisoner _____

Date _____

FOR ATTORNEY USE

I have consulted with Prisoner _____, and he/she is aware of the requirements to successfully participate in, and complete, the Sex Offender Treatment Program at Naval Consolidated Brig Miramar. The prisoner was apprised of the legal implications of the request and is willing to comply with program requirements, including the request to hold GCT and ET in abeyance.

Counsel's Name _____

Signature _____

Date _____

SEX OFFENDER TREATMENT PROGRAM ENDORSEMENT

Forwarded: Recommending Approval/Disapproval (Circle One)

SOTP Start Date: _____

SOTP Completion Date: _____

SOTP Director's Name _____

Signature _____

Date _____

SUBJ: REQUEST TO FORFEIT AND HOLD IN ABEYANCE ET/GCT/SAA FOR OFFENSE-
SPECIFIC TREATMENT PURPOSES

Prisoner's Name: _____

PAROLE AND RELEASE DATA

Prisoner's Sentence: _____ (Yrs/Mos/Days)

Prisoner's Minimum Release Date*: _____ (Y,M,D)
(*Calculated with GCT ONLY)

Prisoner's Parole Eligibility Date: _____ (Y,M,D)

First Working Day Following
Estimated SOTP Completion Date: _____ (Y,M,D)

Convening Authority Action: Completed / Not Completed (Circle One)

COMMANDING OFFICER ENDORSEMENT

Forwarded: Recommending Approval / Disapproval (Circle one)

Commanding Officer Name Signature Date

FINAL APPROVAL AUTHORITY (DIRECTOR, NAVY CORRECTIONS AND PROGRAMS)

APPROVED DISAPPROVED (Circle One)

Approval Authority Name Signature Date

Copy to:

Prisoner's Legal Counsel

Convening Authority

Trial Counsel (Regional Legal Service Office)

DISPOSITION BOARD RECOMMENDATION			REPORT DATE
1. NAME (LAST, FIRST, MIDDLE)	BRANCH	2. :	3. ID NUMBER
4. CORRECTIONAL FACILITY: NAVAL CONSOLIDATED BRIG MIRAMAR			
5. REASON FOR BOARD ACTION: (Check One)			
<input type="checkbox"/> INITIAL CLEMENCY		<input type="checkbox"/> INITIAL PAROLE	
<input type="checkbox"/> RESTORATION/RETURN TO DUTY		<input type="checkbox"/> SUPPLEMENTAL/SPECIAL CLEMENCY	
<input checked="" type="checkbox"/> OTHER: VOLUNTARY FORFEITURE OF GCT/ET/SAA		<input type="checkbox"/> MANDATORY SUPERVISED RELEASE	
6. a. BOARD MEMBERS:			
<name>			
<name>			
<name>			
<name>			
<name>			
b. REVIEW:			
<p>In accordance with Commander, Navy Personnel Command policy letter of 24 May 06 on the Procedures for Voluntary Forfeiture of Good Conduct Time (GCT), Earned Time, (ET), and Special Acts Abatement (SAA), the Director of Navy Corrections and Programs approved Prisoner <name>'s request to elect voluntary forfeiture of GCT and/or ET and/or SAA, and hold any future abatement in abeyance, to allow completion of offense-specific treatment for other good cause on <date of Director of Navy Corrections and Programs approval letter>.</p>			
c. RECOMMENDATION:			
<p>Based upon review of Prisoner <name>'s approved election of voluntary forfeiture, and holding in abeyance GCT/ET/SAA, recommend the Commanding Officer approve the forfeiture of the following:</p> <p>GCT: _____ days -- ET: _____ days -- SAA: _____ days</p>			
7.a. TYPED NAME AND GRADE OF RECORDER	b. SIGNATURE	c. DATE	
8.a. TYPED NAME AND GRADE OF BOARD CHAIRMAN	b. SIGNATURE	c. DATE	
9. RECOMMENDATION OF THE COMMANDER			
TYPED NAME AND GRADE OF COMMANDER		SIGNATURE	DATE

DD FORM 2715-1, MAR 2013

Enclosure (8)
SOP 819-23

DISPOSITION BOARD RECOMMENDATION			REPORT DATE
2. NAME (LAST, FIRST, MIDDLE)	BRANCH	2. :	3. ID NUMBER
4. CORRECTIONAL FACILITY: NAVAL CONSOLIDATED BRIG MIRAMAR			
5. REASON FOR BOARD ACTION: (Check One)			
<input type="checkbox"/> INITIAL CLEMENCY		<input type="checkbox"/> INITIAL PAROLE	
<input type="checkbox"/> RESTORATION/RETURN TO DUTY		<input type="checkbox"/> SUPPLEMENTAL/SPECIAL CLEMENCY	
<input checked="" type="checkbox"/> OTHER: FAULT		<input type="checkbox"/> MANDATORY SUPERVISED RELEASE	
6. a. BOARD MEMBERS:			
<name>			
<name>			
<name>			
<name>			
<name>			
b. REVIEW:			
<p>ON <DATE> <PRISONER NAME> WAS BRIEFED ON THE REQUIREMENTS OF MSR IN ACCORDANCE WITH DODI 1325.7 BY SIGNING THE ACKNOWLEDGEMENT OF CONDITIONAL AWARD OF ABATEMENT. <PRISONER NAME> WAS DIRECTED TO BE RELEASED ON MSR BY THE SERVICE CLEMENCY AND PAROLE BOARD ON <DATE>. HE WAS NOTIFIED ON <DATE> THAT HE WAS DIRECTED MSR. A REQUEST FOR SUPERVISION WAS SENT TO THE USPO ON <DATE> BASED ON THE TENDER OF RESIDENCE THAT <PRISONER NAME> SUBMITTED. THE BRIG RECEIVED AND INFORMED <PRISONER NAME> OF THE DENIAL OF THAT PLAN ON <DATE> DUE TO THE FACT <ENTER THE REASON THE USPO DENIED PLAN>. <PRISONER NAME> HAS NEITHER SUBMITTED NOR MADE ANY FURTHER EFFORTS TO SECURE A RELEASE ADDRESS. HIS MRD IS <DATE>. REQUEST A DETERMINATION OF FAULT/NO-FAULT FOR FAILURE OF THE PRISONER TO SUBMIT AN ACCEPTABLE RELEASE PLAN.</p>			
7.a. TYPED NAME AND GRADE OF RECORDER		b. SIGNATURE	c. DATE
8.a. TYPED NAME AND GRADE OF BOARD CHAIRMAN		b. SIGNATURE	c. DATE
9. RECOMMENDATION OF THE COMMANDER			
I CONCUR WITH THE BOARD'S RECOMMENDATION AND REQUEST A FAULT/NO FAULT DETERMINATION FOR FAILURE TO PROVIDE AN ACCEPTABLE RELEASE PLAN.			
TYPED NAME AND GRADE OF COMMANDER		SIGNATURE	DATE

DD FORM 2715-1, MAR 2013

Enclosure (9)
SOP 819-24



DEPARTMENT OF THE NAVY
NAVAL CONSOLIDATED BRIG MIRAMAR
PO BOX 86016
SAN DIEGO, CA 92161-0166

1640

1640

Ser 00/

DD MMM YY

From: Commanding Officer, Naval Consolidated Brig Miramar
To: Post-Trial Prisoner <NAME, SERVICE BRANCH>

Subj: VOIDING OF CONDITIONALLY AWARDED GOOD CONDUCT TIME (GCT),
EARNED TIME (ET), AND SPECIAL ACTS ABATEMENT (SAA)

- Ref:
- (a) USD(P&R) Memorandum of 17 Sep 04
 - (b) Memorandum of Understanding Among Department of Defense Service Clemency and Parole Boards and Corrections Headquarters Agencies of 02 Mar 06
 - (c) SECNAVNOTE 1640, Implementation of Flat Rate GCT, ET, and SAA, and Standardized Sentence Computation Procedures Within Department of the Navy Corrections
 - (d) Department of Defense Instruction 1325.07
 - (e) Service, Clemency and Parole Board
ltr to <PR NAME> of <DD MMM YYYY>
 - (f) Service, Clemency and Parole Board
ltr to <PR Name> of <DD MMM YYYY>
 - (g) Prisoner Acknowledgement of Conditional Award of Abatement Time of <DD MMM YYYY>

1. In accordance with paragraphs A2.1.2, A3.4.2, and A4.1.2 of reference (a), for prisoners who have an approved finding of guilty for an offense that occurred after 1 October 2004, the award of GCT, ET, and SAA shall be conditioned on a prisoner submitting an acceptable release plan. In accordance with paragraph 3.c.(1) of reference (b), correctional facility commanders shall not award GCT or ET abatement until an acceptable release plan is accepted by the Service Clemency and Parole Board. Paragraph 4.e.(1) of reference (c) states that prisoners shall acknowledge in writing that the award of GCT, ET, and SAA is conditioned on the prisoner submitting an acceptable release plan. If the confinement facility commander via the Service Clemency and Parole Board determines that this condition has not been met, deductions from the prisoner's release date for conditionally awarded GCT, ET, and SAA shall be voided.

Enclosure (10)
SOP 819-25

Subj: VOIDING OF CONDITIONALLY AWARDED GOOD CONDUCT TIME (GCT),
EARNED TIME (ET), AND SPECIAL ACTS ABATEMENT (SAA)

2. In accordance with reference (e), the Service Clemency and Parole Board directed your placement on Mandatory Supervised Release (MSR). You have not provided an acceptable release plan approved by a United States Parole Officer (USPO). In accordance with reference (f), the Service Clemency and Parole Board found you at fault for not providing an acceptable release plan.

3. In accordance with reference (g), you acknowledged that you have been informed and understand that the award of GCT, ET, and SAA is conditioned upon you submitting an acceptable release plan and agreeing to the conditions of mandatory supervised release (MSR).

4. In accordance with references (b) through (d), the deductions from your release date for conditionally awarded GCT, ET, and SAA to date are hereby voided. You may continue to accrue GCT, ET, or SAA, but you shall not be awarded any such abatement until you comply with all requirements of MSR.

J. L. FORBUS
Commander, U.S. Navy

Prisoner's signature: _____ Date: _____

Prisoner's name: _____

Copy to:
Parole and Release Department for prisoner's parole file



DEPARTMENT OF THE NAVY
NAVAL CONSOLIDATED BRIG MIRAMAR
PO BOX 452185
SAN DIEGO, CA 92145-2123

IN REPLY REFER TO:

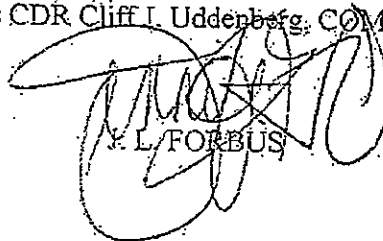
6000
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30 Mar 17

From: Commanding Officer, Naval Consolidated Brig Miramar
To: Clinical Services Department Head, Naval Consolidated Brig Miramar
Subj: AUTHORIZATION FOR SPACE HEATERS IN THE SEX OFFENDER
TREATMENT PROGRAM LAB


Ref: (a) COMNAVREGSWINST 4101.A
(b) MCAS Miramar Station Order 11300.2A
(c) NCBM SOP 1002.4, Sex Offender Programs

Encl: (1) NBPL Waiver for Space Heaters

1. Per references (a) and (b), your request to maintain two space heaters for the Sex Offender Treatment Program (SOTP) laboratory is approved. This is in support of reference (c) to maintain the SOTP lab as close as possible to 78 degrees to maintain optimal temperature for psychological testing.
2. The space heaters must remain in the SOTP lab at all times (not for use in other spaces) and be labeled to indicate this. The heaters will have a thermostat, a tip-over switch, and an Underwriters Laboratory approval; and will be kept at least three feet from any combustible material, and never left unattended.
3. My point of contact for this matter is CDR Cliff L. Uddenberg, COMM: (858) 577-7121.


J. L. FORBUS

Copy to:
SOTP lab file

	UNITED STATES NAVY	SOP NO: 618
	CONSOLIDATED BRIG	SUBJECT: PROGRAMS
	DATE: 27 July 2017 REVIEWED: 12 May 2017 REVIEWED: 12 Jul 2016 REVIEWED: 19 Mar 2015	TITLE: INCENTIVES

1. References:
- (a) SECNAVINST 1640.9C, Article 6312
 - (b) BUPERSINST 1640.22, Article 1640-130
 - (c) ACA Standard 4-4461
 - (d) SOP 819 (Abatements)
 - (e) NPC Ltr 1640 Ser/033 of 31 Jan 05 (Incentive Program Guidelines for Navy Shore Brigs)

Enclosures:

- (1) Incentive Levels Chart
- (2) Housing Unit of the Week Calculation Sheet

2. Cancellation: NAVCONBRIG Miramar SOP 618 of 12 July 2016.

3. Effective Date: Ninety-six hours after signature.

4. Purpose: The purpose of this SOP is to encourage and reinforce positive attitudes and behaviors among the prisoner population; and to provide guidance concerning the process by which the incentives program is provided to prisoners as a required by references (a) through (e).

5. Applicability: To all staff and prisoners. This SOP may be released to prisoners.

6. Definitions:

a. Incentives Program. A process used to reward and encourage positive behavior of prisoners.

b. Prisoner. Includes both pre-trial and post-trial prisoners unless specifically delineated otherwise.

c. Individual Incentives. Incentives or rewards extended to individual prisoners in return for measureable and observable positive attitude, behavior, and accomplishment. The intent is to encourage, recognize, and reinforce positive individual behavior.

d. Group Incentives. Incentives used for a group of prisoners, usually a housing unit, to encourage and motivate positive unit cohesion, attitude, behavior, and accomplishment as a community.

e. Average Prisoner Evaluation. Referring to DD Form 2712 Prisoner Evaluation; an average prisoner evaluation is defined as a report reflecting a total score ranging between 28 and 38 on line "k" of Section 1, with no score of 2 or below reflected on lines "a" through "j." If Section 2 is also completed, the total in line "d" reflects a score between 37 and 50, with no score of 2 or below in lines "a" through "c."

f. Below Average Prisoner Evaluation. Referring to DD Form 2712 Prisoner Evaluation; a below average prisoner evaluation is defined as a report with any score of 2 or below, regardless of point totals in section 1 or 2.

g. Above Average Prisoner Evaluation. Referring to DD Form 2712 Prisoner Evaluation; an above average prisoner evaluation is defined as a report reflecting a total score of 39 or higher on line "k" of Section 1, with no score of 2 or below reflected on lines "a" through "j." If Section 2 is also completed, the total in line "d" reflects a score of 51 or higher, with no score of 2 or below in lines "a" through "c."

7. Policy: All prisoners shall be provided opportunities to demonstrate positive behavior and earn incentive awards. The incentive program supports an element of reference (d) (4-4461) in that this policy is a written guideline for the distribution of incentives; the incentives described herein are commensurate with extra privileges noted in standard 4-4461 of reference (d).

a. The incentive level program takes into account all aspects of the prisoner's behavior which includes compliance with the program plan, history of behavior (Disciplinary Reports (DR), Observation Reports (OR)), prisoner evaluations (W&T), and military bearing.

b. Rewarding prisoners for positive attitude and behavior is a central theme in the goal of correctional programs; doing so reinforces a desired result and fosters a positive environment.

c. An incentive program that is not fair and/or loosely enforced undermines the entire intent of the program. Three elements are necessary for effectiveness of the incentive program:

(1) Incentives must be challenging to earn and easy to lose;

(2) Fair, equitable, and timely execution; and

(3) Strict enforcement.

d. There are five incentive levels that can be attained. Each level has specific eligibility requirements and awards per enclosure (1).

e. Eligibility

(1) All prisoners, both pre-trial and post-trial, are eligible to earn individual incentives.

(2) Prisoners who refuse or fail to participate in offense-related treatment are not eligible to advance beyond incentive level 1 per reference (b).

(3) When a pre-trial prisoner has earned incentives beyond level 1, then becomes adjudged and subsequently refuses offense-related treatment, incentive level will revert to level 1.

(4) Prisoners who are excluded from offense-related treatment through no fault of their own (i.e., length of sentence or on waiting list) are eligible to earn all incentive levels.

(5) A prisoner who arrives at NAVCONBRIG Miramar from another military confinement facility is eligible to be awarded the incentive level which he/she would have otherwise been awarded had the entire time of confinement been conducted at NAVCONBRIG Miramar. Credit will be determined and awarded at the completion of the orientation program at the first Unit Team program review. All conduct must be verified, and there must be no break in confinement to be eligible under this rule. Confinement at a civilian confinement facility, regardless of whether the confinement was by military contract, is not eligible.

8. Procedures:

a. The core Unit Team is responsible to brief each prisoner on the incentive program when the prisoner is assigned to their permanent unit, usually at the prisoner's first Unit Team meeting.

b. The core Unit Team will maintain an incentive level tracker for all prisoners in their housing unit; ensure prisoner badges clearly denote proper incentive level; and ensure quarters supervisors have ready access to the most current incentive tracker.

c. The unit LPO is responsible for reconciling the prisoner badge with the incentive tracker on a weekly basis and ensuring the quarters supervisor (QS) has the current incentive level tracker.

d. The QS is the primary enforcing element of the Unit Team to ensure prisoners are compliant with incentive level restrictions and awards; this is especially important after normal working hours and on weekends. The unit LPO is the secondary enforcing element and is to support the QS wherever possible to ensure fair and strict enforcement of the incentive level program.

e. Incentive Level Increases. The Unit Team C&A board shall review and recommend all incentive level increases. Recommendations shall be forwarded to the PMD clerk for notation on the Daily Change Sheet (DCS) and then forwarded to the PMD Director and XO for review and approval. Once the DCS is signed approving the incentive level increase, the unit counselor shall ensure the incentive level tracker is adjusted, inform the prisoner of incentive increase, and ensure the prisoner's badge reflects the proper incentive level. Unit Managers will ensure that incentive level changes are made in CORMIS per the DCS.

f. A prisoner who receives three or more positive observation reports in a 60 day period and has completed half of the time period towards the incentive level 4 and 5, without any negative observation reports or DRS, may request via a DD510 to be reviewed for an early incentive level increase prior to their next scheduled incentive level review. The prisoner's behavior will be assessed at the Unit Team meeting and then forwarded to the Classification and Adjustment (C&A) Board for review and decision. The Board's decision will be based on the prisoner's compliance with program plan and behavior in the facility. Limitations:

(1) Early incentive level increases do not apply to incentive levels 1, 2, or 3.

(2) Only two early incentive level increases may be granted during a period of incarceration. For example, if prisoner earns two early incentive level increase to level 4 and level 5, and is later reduced for any reason (management or disciplinary action), the prisoner is no longer eligible for early incentive level increases.

g. Incentive Level Decreases. The Unit Team C&A board may review and recommend incentive level decreases when negative performance is observed or documented.

(1) The Unit Team will notify the prisoner of the review for incentive level decrease at the next Unit Team C&A meeting.

(2) The C&A request letter shall be used to document the review; the prisoner can choose to appear for a decrease review.

(3) The Unit Team will discuss with the prisoner the reason for review (if the prisoner chooses to appear) and discuss the justification. The team lead shall dismiss the prisoner prior to voting on a recommendation to decrease incentive level.

(4) The Unit Team C&A board has the authority to disapprove a recommended decrease which they have initiated; however, all votes to decrease incentive levels shall be noted on the DCS and forwarded to the PMD Director and XO for review and approval.

(5) If the Unit Team voted against incentive level reduction (level to remain the same), a discussion will take place with the prisoner to review what specific changes in conduct or attitude needs to be made. This will be documented in a counseling note; a behavior contract can also be used if necessary.

(6) If the Unit Team voted to reduce a prisoner's incentive level, once the DCS is signed approving the incentive decrease, the counselor shall ensure the incentive level is changed in CORMIS, ensure the incentive level tracker is adjusted, inform the prisoner of incentive decrease, and ensure the prisoner's badge reflects the proper incentive level. The core Unit Team may initiate a decrease review for any negative behavior; however, the following documented occurrences shall trigger a mandatory review for incentive reduction:

(a) Below average work and training evaluation;

(b) Three Negative ORs in a 2-week period

(c) A guilty finding at a D&A board (unless the D&A board awarded an incentive level decrease).

(d) A level 4 or 5 prisoner receives no above average prisoner evaluations over a 60 day period.

(7) A decrease in incentive level of one or more levels may also be directed as a result of a Discipline and Adjustment (D&A) Board action; when this occurs, the counselor shall ensure the incentive level tracker is adjusted, inform the prisoner of incentive decrease, and ensure the prisoner's badge reflects the proper incentive level. If a prisoner is found guilty at a D&A Board, his/her time in incentive level is automatically reset regardless of punishment.

(8) Items possessed by a prisoner that are no longer authorized due to a reduction of incentive level become contraband. It is the prisoner's responsibility to notify the LPO within 2

working days that they are in possession of unauthorized items. Such items will be processed in accordance with SOP 404 (Contraband).


h. Group Incentives. Group incentives are awarded on a weekly basis and are earned by winning the weekly unit competition, "Dorm of the Week". The units are not competing with each other; every unit has the opportunity to win the competition as there is not a single winner. If all units meet the required criteria, then all dorms will be awarded the additional incentives as more than one dorm can win Dorm of the Week. If all dorms fail to meet necessary standards, no one will earn the additional incentives.

(1) The PMD clerk will maintain enclosure (2) to track each unit's performance as a community. Positive performance will add to the unit total, negative performance will subtract. Enclosure (2) is also used to calculate unit performance score; the dorm must achieve a minimum of 11 points to earn Dorm of the Week status. The criteria used are inspection results, Disciplinary Reports, Observation Reports (positive and negative), and Prisoner Evaluations in order to select a "Dorm of the week." The Prisoner Management Department shall track the progress of each dorm.

(2) Unit LEOs will report the total number of below average Prisoner Evaluations and the total number of above average Prisoner Evaluations (see definitions) to the PMD clerk. The weekly Quarters Supervisor DD 2712 Prisoner Evaluation, Section 1 only, will be used for this purpose.

(3) Prior to noon on Friday, LEOs or staff representatives from each unit will meet to confirm and validate enclosure (2), and PMD will announce the unit of the week.

(4) Units that win are awarded the incentives listed in enclosure (1).



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Commander, U.S. Navy
Commanding Officer

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Review by:
Prisoner Management Director
Annually

INCENTIVE LEVELS

Criteria	Incentives
LEVEL I Based on performance and behavior evaluated over a 1-month period including Orientation	
<ul style="list-style-type: none"> • Completion of Orientation. • No D&A Board "guilty" finding for rules violation in past 1-month period • No "Unsat" on Cell/Personnel Inspection in past 1-month period • "Average" or better Work and Training Report(s) in past 1-month period • Active involvement in the development of a program plan (Post-trial prisoners only) 	<ul style="list-style-type: none"> • Use of computers.
LEVEL II Based on performance and behavior evaluated over a 3 consecutive month period beginning after Level I placement date.	
<ul style="list-style-type: none"> • No D&A Board "guilty" finding for rules violation in past 3-month period • No more than 2 "Unsats" on Cell/Personnel Inspection in past 3-month period • No more than 1 Work and Training Report(s) rating below "average" in past 3-month period • Participation and satisfactory progress in recommended and available offense-related programs as applicable (for example, Sex Offender Treatment Program, Violent Offender Treatment Program, substance abuse treatment, etc.) (Post-Trial Prisoners only) 	<ul style="list-style-type: none"> • Addition of, or increase in limits to, incentives listed under Level I. • Light on in-cell for one hour after taps. • Authorization to wear wrist watch • 1 Extra set of respective service-authorized sweat pants and sweat shirt.

Continued on next page

Criteria	Incentives
<p style="text-align: center;">LEVEL III</p> <p style="text-align: center;">Based on performance and behavior evaluated over a 6 consecutive month period beginning after Level II placement date.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <ul style="list-style-type: none"> • No D&A Board "guilty" finding for rules violation in past 6-month period • No more than 1 "Unsat" on Cell/Personnel Inspection in past 6-month period • No more than 2 Work and Training Report(s) rating below "above average" in past 6-month period • Compliance with Program Plan, including educational, vocational, and counseling programs (Post-Trial Prisoners) • Participation and satisfactory progress in recommended and available offense-related programs, as applicable (for example, Sex Offender Treatment Program, Violent Offender Treatment Program, substance abuse treatment, etc.) (Post-Trial Prisoners only) • At least 2 documented incidents of participation in a voluntary program (for example, self-help group, religious program, etc.) or voluntary duty (for example, clean-up detail, etc.) in the past 6 months </div> <div style="width: 35%;"> <ul style="list-style-type: none"> • Addition of, or increase in limits to, incentives listed under Level I/II • Authorization to purchase Personal Music Device CD player (5 CDs) • AC adapter • May purchase one photo album (36 Pictures) • One personal appliance (iron, hair dryer, curling iron, electric razor). Must be purchased with personal funds. </div> </div>	

Continued on next page

Criteria	Incentives
<p align="center">LEVEL IV</p> <p align="center">Based on performance and behavior evaluated over a 12 consecutive month period beginning after Level III placement date.</p>	
<ul style="list-style-type: none"> • No D&A Board guilty finding for rules violation in past 12-month period • No "Unsat" on Cell/Personnel Inspection in past 6-month period • Above average or better Work and Training Report (s) in past 6-month period • Compliance with Program Plan, including educational, vocational, and counseling programs (Post-Trial Prisoners only) • Participation and "satisfactory" progress in available offense-related programs as applicable (e.g., Sex Offender Treatment Program, Violent Offender Treatment Program, substance abuse treatment, etc.) (Post-Trial Prisoners only) • At least 3 documented incidents of participation in a voluntary program (e.g., self-help group, religious program, etc.) or voluntary duty (e.g., clean-up detail, etc.) in the past 6 months 	<ul style="list-style-type: none"> • Addition of, or increase in limits to, incentives listed under Level I/II/III • Line up ahead of unit for movement. • Two personal appliances. • 10 CDs • Additional Photos and books: Up to 72 pictures; and total of 18 books. • May purchase one additional photo album • Production of a 10-minute video (DVD) for family/friends once a year. (See Note 1.) • PT in unit starts at 1430 • Personal Time starts at 1530 • May purchase Water Bottle (clear only) through H&C

Criteria	Incentives
<p align="center">LEVEL V</p> <p align="center">Based on performance and behavior evaluated over a 12 consecutive month period beginning after Level IV placement date.</p>	
<ul style="list-style-type: none"> • No D&A Board "guilty" finding for rules violation in past 12-month period • No "Unsat" on Cell/Personnel Inspection in past 12-month period • Above average or better Work and Training Report (s) in past 12-month period • Compliance with Program Plan, including educational, vocational, and counseling programs (Post-Trial Prisoners only) • Participation and "satisfactory" progress and participation in recommended and available offense-related programs as applicable (e.g., Sex Offender Treatment Program, Violent Offender Treatment Program, substance abuse treatment, etc.) (Post-Trial Prisoners only) • At least 1 documented incident of participation in a voluntary program (e.g., self-help group, religious program, etc.) or voluntary duty (e.g., clean-up detail, etc.) in every past 3-month period. 	<ul style="list-style-type: none"> • Addition of, or increase in limits to, incentives listed under Level I/II/III/IV • Production of a 10-minute video for family/friends twice a year • Three personal appliances • 15 CDs and a total of 22 books. • Phone privileges start at 1430 • May purchase DVD Player • 10 DVDs (no R-rated movies and must be viewed in cell only)

GROUP INCENTIVES	
Based on performance and behavior of an identified group on at least one criteria evaluated over a designated period of time.	
<ul style="list-style-type: none"> • Awarded unit of the week. The following criteria is considered for each entire housing unit for the week: • Weekly inspection results • Percentage of positive ORs • Percentage of negative ORs • Percentage of Below Average Prisoner Evaluations • Percentage of Above Average Prisoner Evaluations • Percentage of DRs written during the week. 	<ul style="list-style-type: none"> • Late night movie • Light on in cell Friday and Saturday until 2400 (and nights prior to Federal Holidays) • Optional yard call on Friday • Will be allowed to play music on a device supplied by PMD; volume will be at the discretion of the GDO (must be able to hear radio and IMC traffic)

"Housing Unit of the Week" Calculation Sheet

Sample Copy

Sample Copy

WCE		A-1		B-1		B-3		B-4		B-5	
AREAS INSPECTED	POINTS										
Exercise Equipment & Ping-Pong Tables	3	3		3		2		3		3	
Day Room: Chairs/Bulletin Boards/Control Panels	3	3		3		2		3		3	
Stairs & Halls	3	3		3		3		1		3	
Showers	3	3		3		3		3		3	
Phones & Computer Area	1	2		3		3		3		2	
Doors and Kick-plates	3	3		3		3		3		2	
Windows and Scuttlebutt	2	3		3		3		2		2	
Bookshelves and Board Game Area	3	1		3		3		3		3	
Gear Locker	3	1		2		3		3		3	
Decks and Trash	3	3		3		3		3		3	
Common Area Sub-Total	27	25		29		28		27		27	
less than 20=0, 20-22=1, 23-26=2, 27-30=3	3	2		3		3		3		3	

OBSERVATION & DISCIPLINARY REPORT																		
Positive Observation Reports	3	%	23.1%	6	%	18.2%	3	%	5.2%	4	%	6.9%	3	%	6.1%	1	%	1.9%
0%=0 1% to 4.9%=1 5% to 9.9%=2 10% up=3	3			3			2			2			2			1		
Negative Observation Reports	2	%	15.4%	9	%	27.3%	3	%	5.2%	0	%	0.0%	4	%	8.2%	0	%	0.0%
0%=1 1% to 4.9% = (-1) 5% to 9.9% = (-2) 10% = (-3)	-3			-3			-2			1			-2			1		
Disciplinary Reports	0	%	0.0%	1	%	3.0%	3	%	5.2%	3	%	5.2%	0	%	0.0%	0	%	0.0%
0%=1 1% to 4.9% = (-2) 5% to 9.9% = (-3) 10% = (-4)	1			-2			-3			-3			1			1		
Sub-Total	4			0			0			3			4			6		

QUANTIFY SUPERVISOR PRISONER EVALUATION																		
Above Average or better Prisoner Evaluations (3 or higher from Section 1 of the DD form 2712)	2	%	15.4%	12	%	36.4%	15	%	25.9%	14	%	24.1%	9	%	18.4%	22	%	42.3%
0% to 4.9% = 0 5% to 14.9% = 1 15% to 24.9% = 2 25% up = 3	2			3			3			2			2			3		
Below Average Prisoner Evaluations (Score of 2 or lower on any attitude or trait in Section 1 of the DD form 2712)	1	%	7.7%	1	%	3.0%	0	%	0.0%	3	%	5.2%	0	%	0.0%	1	%	1.9%
0% = 1 1% to 4.9% = (-1) 5% to 9.9% = (-2) 10% = (-3)	-2			-1			1			-2			1			-1		
Sub-Total	2			-1			1			1			5			5		

CELL INSPECTION TALLY & TOTAL INSPECTION SCORE																		
Number of cells rated OUTSTANDING	9	x3=	27	30	x3=	90	40	x3=	120	40	x3=	120	32	x3=	96	35	x3=	105
Number of cells rated Above Average (1 hit)	2	x2=	4	3	x2=	6	12	x2=	24	9	x2=	18	4	x2=	8	2	x2=	4
Number of cells rated Satisfactory (2 hits)	2	x1=	2	0	x1=	0	1	x1=	1	4	x1=	4	8	x1=	8	9	x1=	9
Number of cells rated as Unsat:	0	x0=	0	0	x0=	0	5	x0=	0	5	x0=	0	5	x0=	0	6	x0=	0
Number of cells inspected	13			33			58			58			49			52		
Total	Total		33	Total		96	Total		145	Total		142	Total		112	Total		116
Total cells in unit			66			80			80			80			59			59
Cell Average	Cell		2.54	Cell		2.91	Cell		2.50	Cell		2.45	Cell		2.29	Cell		2.27
Cell Average: 2 to 2.49 = 1, 2.5-2.75 = 2, 2.76-3 = 3, 3-7.5 = 3, 7.5-1.99 = 3			2			3			2			1			1			1
GRAND TOTAL			4			2			3			2			6			6